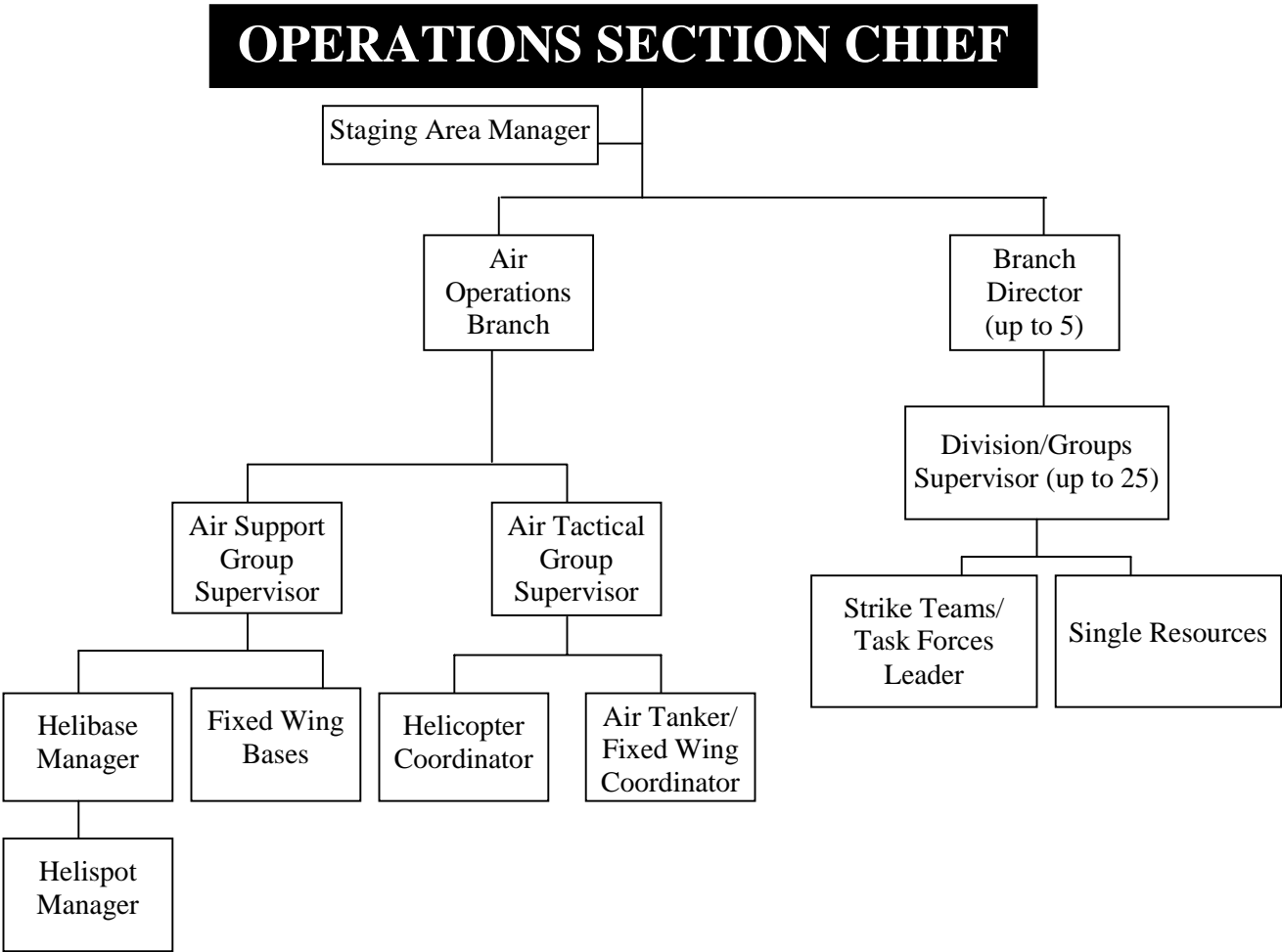


CHAPTER 8

OPERATIONS SECTION

ORGANIZATION CHART



**OPERATIONS SECTION CHIEF** - The Operations Section Chief (OPS), a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission.

The OPS activates and supervises organization elements in accordance with the IAP and directs its execution. The OPS also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP, as necessary; and reports such to the IC. The major responsibilities of the Operations Section Chief are:

- a. Review Common Responsibilities (Page 2-1).
- b. Develop operations portion of IAP.
- c. Brief and assign Operations Section personnel in accordance with the IAP.
- d. Supervise Operations Section.
- e. Determine need and request additional resources.
- f. Review suggested list of resources to be released and initiate recommendation for release of resources.
- g. Assemble and disassemble strike teams assigned to the Operations Section.
- h. Report information about special activities, events, and occurrences to the IC.
- i. Respond to resource requests in support of NRDAR activities.
- j. Maintain Unit/Activity Log (ICS Form 214).

**BRANCH DIRECTOR** - The Branch Directors when activated, are under the direction of the OPS, and are responsible for the implementation of the portion of the IAP appropriate to the Branches. The major

responsibilities of the Branch Director are:

- a. Review Common Responsibilities (Page 2-1).
- b. Develop with subordinates alternatives for Branch control operations.
- c. Attend planning meetings at the request of the OPS.
- d. Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups the within the Branch. Modify lists based on effectiveness of current operations.
- e. Assign specific work tasks to Division/Group Supervisors.
- f. Supervise Branch operations.
- g. Resolve logistic problems reported by subordinates.
- h. Report to OPS when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
- i. Approve accident and medical reports (home agency forms) originating within the Branch.
- j. Maintain Unit/Activity Log (ICS Form 214).

**DIVISION/GROUP SUPERVISOR** - The Division/Group Supervisor reports to the OPS (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the IAP, assignment of resources within the Division/Group, and reporting on the progress of control operations and status of resources within the Division/Group. The major responsibilities of the Division/Group Supervisor are:

- a. Review Common Responsibilities (Page 2-1).
- b. Implement IAP for Division/Group.
- c. Provide the IAP to Strike Team Leaders, when available.

- d. Identify increments assigned to the Division/Group.
- e. Review Division/Group assignments and incident activities with subordinates and assign tasks.
- f. Ensure that the IC and/or Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.
- g. Coordinate activities with adjacent Division/Group.
- h. Determine need for assistance on assigned tasks.
- i. Submit situation and resources status information to the Branch Director or the OPS.
- j. Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness, discovery of unanticipated sensitive resources) to the immediate supervisor.
- k. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- l. Resolve logistics problems within the Division/Group.
- m. Participate in the development of Branch plans for the next operational period.
- n. Maintain Unit/Activity Log (ICS Form 214).

**STRIKE TEAM/TASK FORCE LEADER** - The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The Leader reports work progress, resources status, and other important information to a Division/Group Supervisor, and maintains work records on assigned personnel. The major responsibilities of the Strike Team/Task Force Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Common Unit Leader Responsibilities (Page 2-2).
- c. Review assignments with subordinates and

- assign tasks.
- d. Monitor work progress and make changes when necessary.
- e. Coordinate activities with adjacent Strike Teams, Task Forces and single resources.
- f. Travel to and from active assignment area with assigned resources.
- g. Retain control of assigned resources while in available or out-of-service status.
- h. Submit situation and resource status information to Division/Group Supervisor.
- i. Maintain Unit/Activity Log (ICS Form 214).

**SINGLE RESOURCE** - The person is in charge of a single tactical resource. The major responsibilities of the Single Resource Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review assignments.
- c. Obtain necessary equipment and supplies.
- d. Review weather/environmental conditions for assignment area.
- e. Brief subordinates on safety measures.
- f. Monitor work progress.
- g. Ensure adequate communications with supervisor and subordinates.
- h. Keep supervisor informed of progress and any changes.
- i. Inform supervisor of problems with assigned resources.
- j. Brief relief personnel, and advise them of any change in conditions.
- k. Return equipment and supplies to appropriate unit.
- l. Complete and turn in all time and use records on personnel and equipment.
- m. Maintain Unit/Activity Log (ICS Form 214).

**STAGING AREA MANAGER** - The Staging Area Manager is responsible for managing all activities within a Staging Area. The major responsibilities of the Staging Area Manager are:

- a. Review Common Responsibilities (Page 2-1).
- b. Proceed to Staging Area.
- c. Establish Staging Area layout.
- d. Determine any support needs for equipment, feeding, sanitation and security.
- e. Establish check-in function as appropriate.
- f. Post areas for identification and traffic control.
- g. Request maintenance service for equipment at Staging Area as appropriate.
- h. Respond to request for resource assignments.  
(Note: This may be direct from the OPS or via the Incident Communications Center.)
- i. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- j. Determine required resource levels from the OPS.
- k. Advise the OPS when reserve levels reach minimums.
- l. Maintain and provide status to Resource Unit of all resources in Staging Area.
- m. Maintain Staging Area in orderly condition.
- n. Demobilize Staging Area in accordance with the Incident Demobilization Plan.
- o. Maintain Unit/Activity Log (ICS Form 214).

**AIR OPERATIONS BRANCH DIRECTOR** - The Air Operations Branch Director (AIOPS), who is ground-based, is primarily responsible for preparing the air operations portion of the IAP. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g.,

night flying, hours per pilot). After the plan is approved, the AIROPS is responsible for implementing its strategic aspects, which are those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection). Additionally, the AIROPS is responsible for providing logistical support to helicopters operating on the incident. The Air Tactical Group Supervisor, working in conjunction with ground and air resources, normally performs specific tactical activities, such as target selection and suggested modifications to specific tactical actions in the IAP. The major responsibilities of the AIROPS are:

- a. Review Common Responsibilities (Page 2-1).
- b. Organize preliminary air operations.
- c. Request declaration (or cancellation) of restricted air space area, (Federal Aviation Administration Regulation 91.137).
- d. Participate in preparation of the IAP through the OPS. Insure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.
- e. Perform operational planning for air operations.
- f. Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- g. Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.
- h. Coordinate with appropriate Operations Section personnel.
- i. Supervise all air operations activities associated with the incident.
- j. Evaluate helibase locations.
- k. Establish procedures for emergency reassignment of aircraft.

- l. Schedule approved flights of non-incident aircraft in the restricted air space area.
- m. Coordinate with the Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- n. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- o. Consider requests for non-tactical use of incident aircraft.
- p. Resolve conflicts concerning non-incident aircraft.
- q. Coordinate with FAA.
- r. Update air operations plans.
- s. Report to the OPS on air operations activities.
- t. Report special incidents/accidents.
- u. Arrange for an accident investigation team when warranted.
- v. Maintain Unit/Activity Log (ICS Form 214).

**AIR TACTICAL GROUP SUPERVISOR** - The Air Tactical Group Supervisor is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the AIOPS. The major responsibilities of the Air Tactical Group Supervisor are:

- a. Review Common Responsibilities (Page 2-1)
- b. Determine what aircraft (air tankers and helicopters) are operating within the area of assignment.
- c. Manage air tactical activities based upon the IAP.
- d. Establish and maintain communications and Air Traffic Control, with pilots, Air Operations, Helicopter Coordinator, Air Tanker/Fixed Wing



Coordinator, Air Support Group (usually Helibase Manager), and fixed-wing Support Bases.

- e. Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- f. Obtain information about air traffic external to the incident.
- g. Receive reports of non-incident aircraft violating restricted air space area (OPS, Branch Director, or Division/Group Supervisor).
- h. Make tactical recommendations to approved ground contact
- i. Inform AIROPS of tactical recommendations affecting the air operations portion of the IAP.
- j. Report on air operations activities to the AIROPS. Advise air operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System.
- k. Report on incidents/accidents.
- l. Maintain Unit/Activity Log (ICS Form 214).

**HELICOPTER COORDINATOR** - The Helicopter Coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The Helicopter Coordinator can be airborne or on the ground operating from a high vantage point. The Helicopter Coordinator reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one Helicopter Coordinator assigned to an incident. The major responsibilities of the Helicopter Coordinator are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine what aircraft (air tankers and helicopters) are operating within the incident

- area of assignment.
- c. Survey the assigned incident area to determine situation, aircraft hazards and other potential problems.
- d. Coordinate Air Traffic Control with pilots, the AIROPS, Air Tactical Group Supervisor, the Air Tanker/Fixed-Wing Coordinator and the Air Support Group (usually Helibase Manager) as the situation dictates.
- e. Coordinate the use of assigned ground-to-air and air-to-air communications frequencies with the Air Tactical Group Supervisor, Communications Unit, or local agency dispatch center.
- f. Ensure that all assigned helicopters know appropriate operating frequencies.
- g. Coordinate geographical areas for helicopter operations with the Air Tactical Group Supervisor and make assignments.
- h. Determine and implement air safety requirements and procedures.
- i. Ensure that approved night-flying procedures are in operation.
- j. Receive assignments, brief pilots, assign missions, and supervise helicopter activities.
- k. Coordinate activities with the Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator, Air Support Group and ground personnel.
- l. Maintain continuous observation of the assigned helicopter operating area and inform Air Tactical Group Supervisor of incident conditions including any aircraft malfunction or maintenance difficulties and anything that may affect the incident.
- m. Inform the Air Tactical Group Supervisor when mission is completed and reassign helicopter as

directed.

- n. Request assistance or equipment as required.
- o. Report incidents or accidents to the AIROPS and the Air Tactical Group Supervisor immediately.
- p. Maintain records of activities.
- q. Maintain Unit/Activity Log (ICS Form 214)

**AIR TANKER/FIXED-WING COORDINATOR** - The Air Tanker/Fixed-Wing Coordinator is primarily responsible for coordinating assigned air tanker operations at the incident. The Coordinator, who is always airborne, reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the need or upon the complexity of the incident. The major responsibilities of the Air Tanker/Fixed-Wing Coordinator are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine all aircraft including air tankers and helicopters operating within the incident area of assignment.
- c. Survey the incident area to determine the situation, aircraft hazards and other potential problems.
- d. Coordinate the use of assigned ground-to-air and air-to-air communications frequencies with the Air Tactical Group Supervisor, Communications Unit or local dispatch center and establish air tanker air to air radio frequencies.
- e. Ensure air tankers know appropriate operating frequencies.
- f. Determine incident air tanker capabilities and limitations for specific assignments.
- g. Coordinate Air Traffic Control with pilots, the AIROPS, the Air Tactical Group Supervisor, the

Helicopter Coordinator, and the Air Support Group (usually Helibase Manager) as the situation dictates.

- h. Determine and implement air safety requirement procedures.
- i. Receive assignments, brief pilots, assign missions, and supervise fixed-wing activities.
- j. Coordinate activities with the Air Tactical Group Supervisor, Helicopter Coordinator, and ground operations personnel.
- k. Maintain continuous observation of air tanker operating areas.
- l. Provide information to ground resources, if necessary.
- m. Inform the Air Tactical Group Supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.
- n. Inform the Air Tactical Group Supervisor when the mission is completed and reassign air tankers as directed.
- o. Request assistance or equipment as necessary.
- p. Report incidents or accidents to the AIOPS immediately.
- q. Maintain records of activities.
- r. Maintain Unit/Activity Log (ICS Form 214)

**AIR SUPPORT GROUP SUPERVISOR** - The Air Support Group Supervisor is primarily responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing: 1) fuel and other supplies; 2) maintenance and repair of helicopters; 3) retardant mixing and loading; 4) keeping records of helicopter activity, and 5) providing enforcement of safety regulations.

These major functions are performed at helibases and helispots. Helicopters during landing and take-off and while on the ground are under the control of the Air Support Groups Helibase or Helispot Managers. The Air Support Group Supervisor reports to the AIROPS. The major responsibilities of the Air Support Group Supervisor are:

- a. Review Common Responsibilities (Page 2-1).
- b. Obtain a copy of the IAP from the AIROPS including Air Operations Summary Worksheet (ICS Form 220).
- c. Participate in AIROPS planning activities.
- d. Inform AIROPS of group activities.
- e. Identify resources/supplies dispatched for the Air Support Group.
- f. Request special air support items from appropriate sources through Logistics Section.
- g. Identify helibase and helispot locations (from IAP) or from AIROPS.
- h. Determine need for assignment of personnel and equipment at each helibase and helispot.
- i. Coordinate special requests for air logistics.
- j. Maintain coordination with airbases supporting the incident.
- k. Coordinate activities with AIROPS.
- l. Obtain assigned ground-to-air frequency for helibase operations from the Communications Unit Leader (CUL) or Incident Radio Communications Plan (ICS Form 205).
- m. Inform AIROPS of capability to provide night flying service.
- n. Ensure compliance with each agency's operations checklist for day and night operations.
- o. Ensure dust abatement procedures are implemented at helibases and helispots.

- p. Provide crash-rescue service for helibases and helispots.
- q. Ensure that Air Traffic Control procedures are established between helibases and helispots and the Air Tactical Group Supervisor, the Helicopter Coordinator or the Air Tanker/Fixed-Wing Coordinator.
- r. Maintain Unit/Activity Log (ICS Form 214).

## **HELIBASE MANAGER**

- a. Review Common Responsibilities (Page 2-1).
- b. Obtain the IAP including Air Operations Summary Worksheet (ICS Form 220).
- c. Participate in Air Support Group planning activities.
- d. Inform the Air Support Supervisor of helibase activities.
- e. Report to assigned helibase. Brief pilots and assigned personnel.
- f. Manage resources/supplies dispatched to helibase.
- g. Ensure helibase is posted and cordoned.
- h. Coordinate helibase Air Traffic Control with pilots, the Air Support Group Supervisor, the Air Tactical Group Supervisor, the Helicopter Coordinator, and the Takeoff and Landing Controller.
- i. Manage retardant mixing and loading operations.
- j. Ensure helicopter fueling, maintenance and repair services are provided.
- k. Supervise manifesting and loading of personnel and cargo.
- l. Ensure dust abatement techniques are provided and used at helibases and helispots.
- m. Ensure security is provided at each helibase

- and helispot.
- n. Ensure crash-rescue services are provided for at the helibase.
- o. Request special air support items from the Air Support Group Supervisor.
- p. Receive and respond to special requests for air logistics.
- q. Supervise personnel responsible for maintaining agency records, reports of helicopter activities, and Check-In List (ICS Form 211).
- r. Coordinate activities with the Air Support Group Supervisor.
- s. Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
- t. Solicit pilot input concerning selection and adequacy of helispots, communications, Air Traffic Control, operational difficulties, and safety problems.
- u. Maintain Unit/Activity Log (ICS Form 214).

## **HELISPOT MANAGER**

- a. Review Common Responsibilities (Page 2-1),
- b. Obtain the IAP including Air Operations Summary Worksheet (ICS Form 220).
- c. Report to assigned helispot.
- d. Coordinate activities with Helibase Manager.
- e. Inform Helibase Manager of helispot activities.
- f. Manage resources/supplies dispatched to helispot.
- g. Request special air support items from Helibase Manager.
- h. Coordinate Air Traffic Control and Communications with pilots, the Helibase Manager, the Helicopter Coordinator, the Air Tanker/Fixed-Wing Coordinator and the Air

- Tactical Group Supervisor when appropriate.
- i. Ensure crash-rescue services are available.
- j. Ensure that dust control is adequate, debris cannot blow into rotor system, touchdown zone slope is not excessive, and rotor clearance is sufficient.
- k. Perform manifesting and loading of personnel and cargo.
- i. Coordinate with pilots for proper loading and unloading and safety problems.
- m. Maintain agency records and reports of helicopter activities.
- n. Maintain Unit/Activity Log (ICS Form 214).